

# Develop RPO Funding Agreement

Transportation Planning Branch



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Version 1.1

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## **Purpose**

The purpose of this procedure is to describe the steps for creating a funding agreement between NCDOT and the Lead Planning Agency (LPA) for a Rural Planning Organization (RPO).

## **Background**

A funding agreement is between the LPA and NCDOT that designates the LPA as the recipient of RPO planning funds. The Agreement serves as the backup document for the creation of a contract (refer to the "Entering Contracts in BSIP" procedure ([future link](#))) between the LPA and NCDOT. This contract allows the LPA to receive funds from NCDOT on behalf of the RPO. In order for the LPA to receive planning funds, an MOU (Memorandum of Understanding), funding agreement and an annual work plan must be in place.

Funding agreements may need to be updated because of changes in laws, funding, or designation of the LPA.

This procedure is triggered by a need to change the funding agreement.

## **Responsibility**

Revising the funding agreement is the responsibility of:

- The RPO Coordinator to coordinate the process and obtain the necessary copies of the funding agreement.
- The TPB Coordinator to explain the funding agreement process, to coordinate the review of the funding agreement, and to make sure sufficient copies are submitted.
- The Senior RPO Coordinator to review the funding agreement, make sure the procedures are understood by the TPB Coordinator, and submit the funding agreement to the Attorney General's Office for review, and eventual signature.

- The Attorney General's Office to review the funding agreement and to verify that it meets the legal requirements for the State, and sign the executed funding agreement.
- The Branch Manager to obtain the Highway Administrator's signature.

## ***Policy, Regulatory, and Legal Requirements***

### [N.C.G.S. § 136-213](#)

Funding agreements are required in order for the Department to create the fiscal contract that is necessary to reimburse the RPO for their expenses.

## ***Scheduling and Time Constraints***

- The Attorney General's Office typically requires three (3) weeks for review of the funding agreement and one week to sign the final funding agreement once all other signatures are obtained.
- An MOU serves as the basis for the funding agreement and if it is being updated, it must be completed prior to the execution of a revised funding agreement.

## ***Procedures***

Procedure Input – A change that necessitates the development of a revised funding agreement. A Memorandum of Understanding must be in place and signed by NCDOT and the counties prior to the execution of the funding agreement.

Procedure Output – An executed funding agreement. Follow the steps below to properly process a new funding agreement:

Step	Action
1	The TPB Coordinator will determine if the funding agreement needs to be updated due to changes in laws, funding, or designation of the LPA.
2	The TPB Coordinator will e-mail the <a href="#">Funding Agreement Template 1</a> and <a href="#">Sample 1</a> to the RPO Coordinator.
3	The TPB Coordinator will review the template with the RPO and answer any questions.
4	The Senior RPO Coordinator will give the funding agreement to the Assistant Attorney General for review.
5	<p><b>If approved</b>, the Senior RPO Coordinator will note that the agreement is approved and provide it to the TPB Coordinator, and copy the supervisor of the TPB Coordinator. The TPB Coordinator will mail or e-mail the final funding agreement to the RPO Coordinator.</p> <p><b>If not approved</b>, the Senior RPO Coordinator will note that the agreement is NOT approved and provide the agreement and comments to the supervisor of the TPB Coordinator to work with their staff to resolve any issues. Return to Step 3.</p>
6	The RPO Coordinator will have the LPA sign three (3) copies of the funding agreement and forward the executed copies to the TPB Coordinator.
7	The TPB Coordinator will submit the three originals to the Senior RPO Coordinator who will review them and forward them to the Branch Manager to obtain the Highway Administrator's signature.

<b>8</b>	The Branch Manager will write a memo to Director of Pre-construction, currently Debbie Barbour, requesting that the Highway Administrator's office execute the agreement. Once signed, they will be returned to the Senior RPO Coordinator.
<b>9</b>	The Senior RPO Coordinator will submit the three original copies to the Attorney General's Office (typically Lisa Glover) for signature.
<b>10</b>	The TPB Coordinator will place one original in the RPO main file, send one original to the RPO Coordinator, and send one original to the Senior RPO Coordinator. The TPB Coordinator may keep one copy for his/her file.

## ***Warnings and Precautions***

There must be a MOU in place prior to the update of the funding agreement since the MOU date is included in the funding agreement.

## ***Resources and Tools***

- [RPO Procedures Manual](#)
- Adobe Acrobat Reader
- [Funding Agreement Template 1](#)
- [Funding Agreement Sample 1](#)

## ***Contacts***

- For suggestions to change this procedure contact: Earlene Thomas (919) 733-4705
- For questions about performing this procedure contact: Elina Zlotchenko (919) 733-4705 ext. 43

## ***Glossary***

Lead Planning Agency (LPA) –Entity that is responsible for providing staff resources and is the recipient of the RPO grant.

Memorandum of Understanding (MOU) – Establishes the members, voting structure and other operations of the RPO.

Rural Planning Organization (RPO) – Established by GS 136-211.

Transportation Planning Branch (TPB) – Branch within NCDOT responsible for administering the RPO program.

RPO Coordinator –Staff person at the LPA that is responsible for performing the planning functions for the RPO.

TPB Coordinator – NCDOT Transportation Planning Branch Engineer responsible for coordinating planning activities in one or more RPOs in the state.

Senior RPO Coordinator – Serves as overall coordinator of the RPO program for NCDOT.

## ***User Access***

Restricted NCDOT, FHWA, MPO, RPO, Consultants, etc.

## ***Flowchart***

None

## ***Record of Revision***

<b>Version</b>	<b>Section Affected</b>	<b>Description</b>	<b>Effective Date</b>
1.1	Procedures	Replaced the Funding Agreement Template 1 and Sample 1 in Step 2 and under Resources and Tools	2/4/2008